



APPLICANT'S CHECKLIST

The following items **must** be submitted with any zoning hearing or site plan review application:

- ☐ Letter of Intent, listing what is being requested, why, and reasons why applicant feels the request should be approved, detailing variances, zoning requests, explaining zoning hardship, etc.
If you are seeking a reasonable accommodation under the Americans with Disabilities Act or the Fair Housing Act, you may indicate this in your letter of intent. (Applicant will receive details during the pre-filing appointment with the Zoning Hearing Analyst).
- ☐ Application completely filled out and properly executed. (Folio numbers are mandatory).
- ☐ Ownership affidavit(s).
- ☐ Disclosure of Interest, if the owner, applicant or contract purchaser is a corporation, partnership, trustee.
- ☐ Copy of executed lease for one year or more, if applicant is a lessee.
- ☐ Owner's Sworn-to-Consent form signed by the owner-of-record of the property, giving lessee permission to file for the hearing if applicant is a lessee.
- ☐ 3 standard sets of plans (see below) folded and 1 CD (PDF Format, flattened PDFs are PDF format documents that do not have mark up or layers of any kind) See attached information for correct formatting of files on the CD.

NOTE: An application for 1 residence only, shall submit 1 standard set of plans and 1 8 ½ x 11 reduced set of plans containing the required plan information.

ALL PLANS MUST CONTAIN THE FOLLOWING:

- ☐ **Title Block**
- ☐ **Zoning Legend**
- ☐ **Legal description**
- ☐ **Site Plans**
- ☐ **Floor Plans**
- ☐ **Building Elevations**
- ☐ **Landscape Plans** (including Landscape Legend and Certificate acknowledging compliance with the Landscape Ordinance). A tree survey is required if the lot contains existing trees and the survey must show the caliper and height of all existing trees.
- ☐ **Survey** -(signed and sealed required with every application, no older than 1 year. Must show all structures, rights-of-way, etc. and any municipal boundary, if any).
- ☐ **Liquor Survey** showing all religious facilities, public school and other alcohol uses within required radius.
- ☐ **Special Purpose survey** for spacing radius of group homes and other similar uses (radius to be determined).
- ☐ **School Checklist** (required for all day care centers and private schools, checklist must also be incorporated into the site plan.)

Revised plans must be submitted to a Zoning Analyst and must contain 2 complete sets plus 1 CD (PDF Format). Additionally the plans must include the complete legend and a revised letter of intent incorporating and explaining any changes on the plans. Plans submitted after the advertisement for the hearing has been sent to the newspaper must be within the scope of the advertisement and accompanied by a fee. All revisions submitted more than 30 days before the hearing require a fee except for the 1st revision. Plans will not be reviewed unless accompanied by the required fees, see fee schedule for plan revision fees.

Additional documentation

- ☐ Engineer's certification and/or compliance letter for existing structures.
- ☐ Architectural approval letter required from the homeowners' or condominium association.
- ☐ Signage Plans: Show sign detail including sign dimensions, height and setback distance.
- ☐ Covenant or Declaration of Restrictions may be required. Call (305) 485-4526 for further information.
- ☐ Lake Excavation Plans (prepared & sealed by a Florida surveyor or engineer, showing perimeter dimensions, deep cut line, cross sections and slope descriptions).
- ☐ Zone change applications must be consistent with the Comprehensive Development Master Plan (CDMP). Call the Building and Zoning Department at (305) 485-4526 for information.
- ☐ The Public Works Department reviews and comments on hearing applications. Prior to completion of development plans, call (305) 485-4526 for information on concurrency and street dedication requirements
- ☐ Aviation Department reviews and comments on applications having structures, including cranes used during construction, exceeding 35' in height as measured at mean sea level (MSL). Call 305-876-8080 for more information.
- ☐ Hearing fees and additional radius fees – the fees paid at time of filing may not be the total cost of the hearing. Additional radius fees for mailing notices to property owners within a certain radius of the subject property may be assessed, depending on the type of hearing request. The number of actual property owners is determined by computer and you will receive a bill for the additional radius fees approximately one month after filing. Fee schedule and instructions are attached. Hearing fees will be calculated by the Zoning Hearing Analyst at the pre-application meeting (if required), otherwise during a pre-filing appointment.



Sec. _____ Twp. _____ Range _____

Date Received _____

**ZONING HEARING AND SITE PLAN REVIEW APPLICATION
CITY OF SWEETWATER
BUILDING AND ZONING DEPARTMENT**

LIST ALL FOLIO NUMBER

1. NAME OF APPLICANT (Owner(s) of record of the property or lessee. If applicant is a lessee, an executed Owner's Sworn-to-Consent' and copy of a valid lease for 1 year or more is required. If the applicant is a corporation, trust, partnership, or like entity, a 'Disclosure of Interest' is required).

2. APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone# _____ Fax# _____ E-mail: _____

3. OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

4. CONTACT PERSON'S INFORMATION:

Name: Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone# _____ Fax# _____ E-mail: _____

5. LEGAL DESCRIPTION OF ALL PROPERTY COVERED BY THE APPLICATION

(Provide complete legal description, i.e., lot, block, subdivision name, plat book & page number, or metes and bounds. Include section, township, and range. If the application contains multiple rezoning requests, a legal description for each requested zone must be provided. Attach separate sheets as needed and clearly label (identify) each legal description attached. In addition to paper version it is requested that lengthy metes and bounds descriptions be provided on CD in Microsoft Word.)

6. ADDRESS OR LOCATION OF PROPERTY (For location, use description such as NE corner of, etc.)

7. SIZE OF PROPERTY _____ ft x _____ ft (in acres): _____
(divide total sq. ft. by 43,560 to obtain acreage)

8. DATE property ☐ acquired ☐ leased: _____ (month & year)

9. Lease term: _____ years

10. IS CONTIGUOUS PROPERTY OWNED BY THE SUBJECT PROPERTY OWNER(S)?

no ☐ yes ☐ If yes, provide complete legal description of said contiguous property.

11. Is there an option to purchase ☐ **or lease** ☐ the subject property or property contiguous thereto? no ☐
yes ☐ (If yes, identify potential purchaser or lessee and complete 'Disclosure of Interest' form)

12. PRESENT ZONING CLASSIFICATION:

13. APPLICATION REQUESTS (Check all that apply and describe nature of the request in space provided)

☐ District Boundary (zone) Changes [Zone(s) requested]: _____
(Provide a separate legal description for each zone requested)

☐ Unusual Use: _____

☐ Use Variance: _____

☐ Non-Use Variance: _____

☐ Site Plan Review: _____

☐ Conditional Use: _____

☐ Comprehensive Master Plan Amendment: _____

☐ Other: _____

14. Has a public hearing been held on this property within the last year & a half? no ☐ yes ☐.

If yes, provide applicant's name, date, purpose and result of hearing, and resolution number:

15. Is this application a result of a violation notice? no ☐ yes ☐. If yes, give name to whom the violation notice was served: and describe the violation:

16. Describe structures on the property:

17. Is there any existing use on the property? no ☐ yes ☐. If yes, what use and when established?

Use: _____ Year: _____

APPLICANT'S AFFIDAVIT

The Undersigned, first being duly sworn depose that all answers to the questions in this application, and all supplementary documents made a part of the application are honest and true to the best of (my)(our) knowledge and belief. (I)(We) understand this application must be complete and accurate before the application can be submitted and the hearing advertised.

OWNER OR TENANT AFFIDAVIT

(I)(WE), _____, being first duly sworn, depose and say that (I am)(we are) the ☐ owner ☐ tenant of the property described and which is the subject matter of the proposed hearing..

Signature

Sworn to and subscribed to before me Notary Public:

this _____ day of _____, _____. Commission Expires:

CORPORATION AFFIDAVIT

(I)(WE), _____, being first duly sworn, depose and say that (I am)(we are) the ☐ President ☐ Vice-President ☐ Secretary ☐ Asst. Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application for public hearing; and that said corporation is the ☐ owner ☐ tenant of the property described herein and which is the subject matter of the proposed hearing.

Attest: _____

Authorized Signature

Office Held

(Corp. Seal)

Sworn to and subscribed to before me Notary Public:

this _____ day of _____, _____. Commission Expires:

PARTNERSHIP AFFIDAVIT

(I)(WE), _____, being first duly sworn, depose and say that (I am)(we are) partners of the aforesaid partnership, and as such, have been authorized to file this application for a public hearing; and that said partnership is the ☐ owner ☐ tenant of the property described herein which is the subject matter of the proposed hearing.

(Name of Partnership)

By _____ %
By _____ %

By _____ %
By _____ %

Sworn to and subscribed to before me Notary Public:

this _____ day of _____, _____. Commission Expires:

ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the Owner of the property described and which is the subject matter of the proposed hearing.

Signature

Sworn to and subscribed to before me Notary Public:

this _____ day of _____, _____. Commission Expires _____

ACKNOWLEDGEMENT BY APPLICANT

1. City of Sweetwater Public Works Department, Environmental Resources Management (DERM), and other County agencies review and critique zoning hearing applications which may affect the scheduling and outcome of my hearing. These reviews may require additional hearings before DERM's Environmental Quality Control Board (EQCB), or other County boards, and/or the proffering of agreements to be recorded. I am also aware that I must comply promptly with any DERM or Platting and Traffic conditions and advise this office in writing if my application will be withdrawn.

2. Filing fees may not be the total cost of a hearing. Some requests require notices to be mailed to property owners up to a 300 feet from the subject property and I am responsible for paying and obtaining the mailing labels. the additional radius mailing costs. In addition to mailing costs, I am responsible for additional fees related to application changes, plan revisions, deferrals, re-advertising, etc., that may be incurred. I understand that fees must be paid promptly. Applications withdrawn within 30 days of the filing are eligible for a refund of 50% of the hearing fee but after that time hearings withdrawn or returned will be ineligible for a refund. Refunds must be requested in writing.

3. Applicable Florida Building Code requirements may affect my ability to obtain a building permit even if my zoning application is approved; and a building permit will probably be required. I am responsible for obtaining any required permits and inspections for all structures and additions proposed, or built without permits. And that a Certificate of Use (C.U.) must be obtained for the use of the property after it has been approved at Zoning Hearing. Failure to obtain the required permits and/or C.U., Certificates of Completion (C.C.) or Certificate of Occupancy (C.O.) will result in enforcement action against any occupant and owner. Submittal of the Zoning Hearing application may not forestall enforcement action against the property.

4. The 3rd District Court of Appeal has ruled that zoning applications inconsistent with the Comprehensive Development Master Plan (CDMP) should not be approved by a zoning board and the recommendation will be for denial or deferral. Therefore, I acknowledge that if the hearing request is inconsistent with the CDMP and I decide to go forward then my hearing request can only be denied or deferred, but not approved. I also understand that I will not be reimbursed any fees paid unless I withdraw within 60 days of filing and then I will receive a 50% refund.

5. Any covenant to be proffered must be submitted to the Department on forms provided by the Department, at least 1 month prior to the hearing date. The covenant will be reviewed and the applicant will be notified if changes or corrections are necessary. Once the covenant is acceptable, the applicant is responsible to submit the executed covenant with a current 'Opinion of Title' within 1 week of the hearing. Legal Advisor can advise as to additional requirements applicable to foreign corporations. Documents submitted to the Department must carry a cover letter indicating subject matter, application number and hearing date.

(Applicant's Signature)

(Print Name of Applicant)

Sworn to and subscribed before me on the
_____ Day of _____, _____

Affiant is personally known to me or has produced _____ as identification.

My commission expires

(Notary Public's Signature)

State of: _____

Print Name _____

**OWNERSHIP AFFIDAVIT
FOR
CORPORATION**

STATE OF _____ **Public Hearing No.** _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant(s), who being
first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation hereinafter named
_____, with the following address:

2. The Corporation owns the property which is the subject of the proposed hearing.

3. The subject property is legally described as:

4. Affiant is legally authorized to file this application for public hearing.

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the
possibility of voiding of any zoning granted at public hearing

Witnesses:

Signature

Affiant's Signature

Print Name Print

Affiant's Name

Signature

Affiant's Signature

Print Name Print

Affiant's Name

Sworn to and subscribed before me on the _____ day of _____ 20____ .
Affiant is personally known to me or has produced _____ as
identification.

Notary _____

Commission Expires: _____

(Stamp/Seal)

**OWNERSHIP AFFIDAVIT
FOR
INDIVIDUAL(S)**

STATE OF _____ **Public Hearing No.** _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____,
hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of the proposed hearing.

2. The subject property is legally described as:

3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

Signature

Affiant's Signature

Print Name

Print Affiant's Name

Signature

Affiant's Signature

Print Name

Print Affiant's Name

Sworn to and subscribed before me on the _____ day of _____, 20____

Affiant is personally known to me or has produced _____ as
identification.

Notary _____

Commission Expires: _____

(Stamp/Seal)

DISCLOSURE OF INTEREST*

If a CORPORATION owns or leases the subject property, list principal stockholders and percent of stock owned by each. [Note: Where principal officers or stockholders consist of other corporation(s), trust(s), partnership(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

CORPORATION NAME: _____

NAME AND ADDRESS	Percentage of Stock
_____	_____
_____	_____
_____	_____
_____	_____

If a TRUST or ESTATE owns or leases the subject property, list the trust beneficiaries and the percent of interest held by each. [Note: Where beneficiaries are other than natural persons, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

TRUST/ESTATE NAME _____

NAME AND ADDRESS	Percentage of Interest
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a PARTNERSHIP owns or leases the subject property, list the principals including general and limited partners. [Note: Where the partner(s) consist of another partnership(s), corporation(s), trust(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

PARTNERSHIP OR LIMITED PARTNERSHIP NAME: _____

NAME AND ADDRESS	Percentage of Ownership
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fee schedule for site plans and zoning hearing.

(1) Comprehensive plan amendment.*

- a. Text amendment: \$11,400.00. _____
- b. Small-scale land use (< ten acres): \$16,500.00. _____
- c. Large-scale land use: \$16,500.00
plus 1,100.00 per gross acre above ten acres or portion thereof. _____

(2) Development of regional impact.*

- a. Development order: \$39,500.00 plus city consultant cost up to \$15,000.00. _____
- b. Development order modification: \$19,750.00
plus city consultant cost up to \$15,000.00. _____
- c. Notice of proposed change: \$ 15,000.00. _____
- d. Monitoring report review: \$2,500.00. _____

(3) Zoning applications.*

- a. District boundary change:
 - 1. Parcel one-quarter acre or less: \$ 2,950.00. _____
 - 2. Parcel greater than one-quarter acre: \$9,810.00
plus \$300.00 per acre. _____
- b. Use variance:
 - 1. Parcel one-quarter acre or less: \$3,600.00. _____
 - 2. Parcel greater than one-quarter acre: \$6,420.00. _____
- c. Non-use variance:
 - 1. Residential single lot: \$1,200.00. _____
 - 2. Other parcels one-quarter acre or less: \$1,725.00. _____
 - 3. Parcel greater than one-quarter acre: \$4,500.00 per application. _____
 - 4. Sign: \$2,750.00/sign. _____
- d. Private or charter school, church, ACLF, nursing home and convalescent home:
\$6,420.00 plus \$200.00 per acre. _____
- e. Unusual use: \$4,250.00 plus \$750.00 per acre for principal site use.
\$3,600.00 for accessory use. _____
- f. Conditional use:
 - 1. Parcel one-quarter acre or less: \$1,200.00. _____
 - 2. Parcel greater than one-quarter acre: \$4,400.00. _____
- g. Zoning code text amendment: \$7,750.00. _____
- h. Development agreement: \$6,000.00. _____
- i. Restrictive covenant: \$1,000.00. _____
- j. Zoning verification letter:
 - 1. Simple: \$200.00. _____
 - 2. Letter requiring research: \$400.00. _____

(4) Site plan approval.

- a. Residential single lot: \$400.00. _____
- b. Other parcels one-quarter acre or less: \$1,850.00. _____
- c. Residential parcel greater than one-quarter acre: \$4,100.00
plus \$145.00/unit. _____

- d. Non-residential parcel greater one-quarter acre in size: \$4,100.00
plus \$0.05/square foot of building space. _____
- f. Lake plan: \$4,100.00 plus \$200.00/acre. _____

(5) Subdivision plats.*

- a. Waiver of plat: \$2,760.00. _____
- b. Tentative plat: \$2,760.00
plus \$14.00/lot over six lots. _____
- c. Final plat: \$2,650.00
plus \$200.00/lot over ten lots. _____
- d. Replatting: \$2,760.00
plus \$14.00/lot over six lots. _____

(6) Miscellaneous applications.

- a. Substantial compliance:
 - 1. Parcel one-quarter acre or less: \$1,850.00. _____
 - 2. Parcel greater than one-quarter acre: \$1,850.00
plus \$0.05/square foot of building space; not to exceed \$5,000.00 in total. _____
- b. Vested rights determination: \$5,000.00. _____
- c. Concurrency determination: \$3,750.00 plus city consultant cost. _____
This fee is assessed for stand-alone applications only.

* Denotes application types which may require additional public notice and hearing fees pursuant to subsection (7) below.

(7) Public notice and hearing fees.

Certain applications in this schedule require public notice and hearings during processing pursuant to state law and City Code. This section establishes these additional public notice and hearing fees which shall be paid at the time of application submittal unless reimbursement of actual costs is required below.

- a. Applications for comprehensive plan amendments and developments of regional impact (DRI) shall pay \$3,200.00; if the result of a violation, \$6,400.00. In addition, the applicant must implement all applicable public notice requirements pursuant to state law and applicable settled case law, and certify timely completion of those requirements to the city clerk at least three business days prior to any public hearing or meeting where the application is scheduled to be heard.
- b. Zoning applications and subdivision plats involving property one-quarter acre in size or less shall pay \$1,375.00; if the result of a violation, \$2,750.00 will be charged. Single-family lots are exempt from this fee.
- c. Zoning applications and subdivision plats for property greater than one-quarter acre in size shall pay \$2,200.00; if the result of a violation, \$4,400.00 will be charged. In addition, zoning applications involving a district boundary change shall pay the actual cost of the required newspaper notice and certify timely publication of that notice to the city clerk at least three business days prior to any public hearing or meeting where the application is scheduled to be heard.

For zoning applications where direct-mail notice to affected property owners is required by City Code, the applicant is responsible for timely implementation of that notice and certification of its completion to the city clerk. The building director may modify this requirement for properties ½ acre or less in size where it is determined to be an unreasonable burden to the applicant, and in that case, the city will mail the notice to affected property owners. All public notices must be approved by the city clerk prior to use under this section.

Unless otherwise noted in the fee schedule above, violations corrected within 30 days will be charged a double fee; beyond 30 days, a double fee plus \$50.00/day will be assessed.